

Secure FTP

Bureau of Motor Vehicles
Finance Department

Outline

- Who to contact when requesting access to the Secure FTP site
- How to install/login to the Secure FTP site
- How to access folders on the site
- Who to contact for questions
- Contact information

Who to contact to request access:

- Email jhumphries@bmv.IN.gov or tcooper@bmv.IN.gov
- When access is needed to the Secure FTP site, the following information should be provided (please include all parties needing access):
 - Name:
 - County/Municipality:
 - County/Municipality Address:
 - Phone #:
 - Email:
- Please allow up to two weeks to receive login information

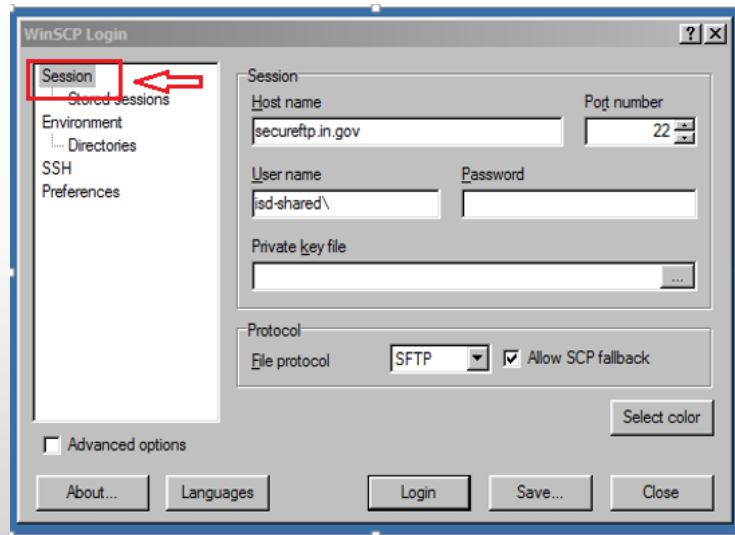
Once you receive your login information, follow the instructions:

- Go to <https://myshare.in.gov/Pages/sftp.aspx>
- Click on winscp376setup.exe
- After installing, Run WinSCP3 by double clicking on the desktop

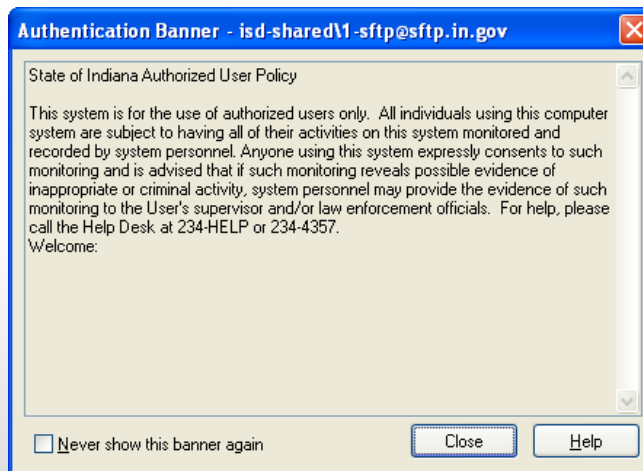


- Set up a Secure FTP Session (shown on next slide)
- Click on Stored Sessions
- Enter in the information from the screenshot on the next slide using your username to access the SFTP Server. Your id's belong in a domain and must be fully qualified when you log in. See the screenshot below for user name example

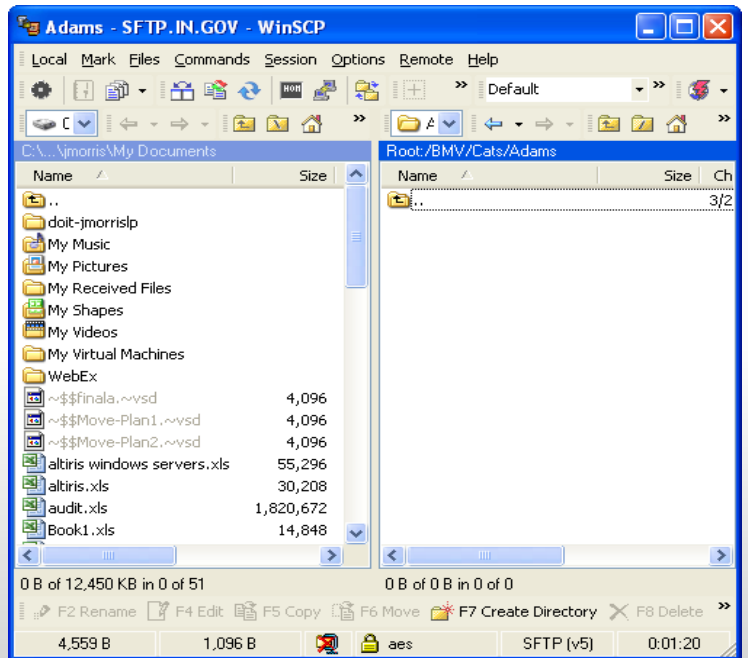
Host name will be: secureftp.in.gov
 User name will start with: isd-shared\username



Accept the host keys and Authorized User Policy

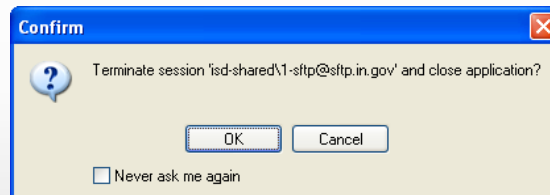


The program window will come up and split the local directory and the remote directory as two side by side panes:



Highlight and drag the file from the right pane and drop the file on the corresponding folder to which the file belongs in the left pane. Repeat as desired.

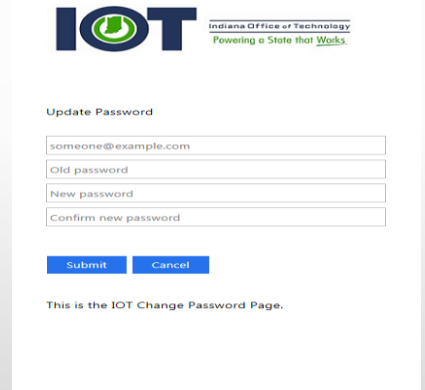
- Click "x" to close when finished. Then "OK" to terminate the session.



Procedure to Change your ISD-SHARED Domain Password for FTP Access

- The BMV provides FTP access for various Agencies. We have provided those agencies with an ISD-SHARED domain login and password. In the past, it has not been required to change your password. The BMV will require you to change your password on your ISD-SHARED account at least every 89 days. In order to accomplish this from a workstation that is not on the state network or in the ISD-SHARED domain, follow the instructions below:

1. Launch Internet Explorer.
2. Type in the following secure URL:
<https://myshare.in.gov/Pages/Default.aspx>
3. At the top of the screen, you will see "Need to Change Password?" click here.
4. Type in "isd-shared\username" without the quotes in the someone@example.com field and press the tab key.



*Continued on next slide

- Please Note! Passwords for the ISD-SHARED domain must conform to the following rules:**

a. Passwords must be 8 Characters (with no spaces between characters).

b. Passwords must have a combination of at least three of the following:

- Upper Case Letters
- Lower Case Letters
- Numbers
- Non-alpha characters (i.e. ~, !, #, \$, ^, *, (,), ?, <, and >)

5. Enter your old password and press the tab key.
6. Enter your new password and press the tab key.
7. Confirm your new password by typing it again.
8. Click on the "Submit" button
9. You should receive a message that your password has been changed successfully. You can now safely exit Internet Explorer.
10. If you are still having issues, contact the ITD Helpdesk at 317.232.0373 to have your password reset.

****Please note**** Due to the fact you are not logging into the ISD-SHARED domain, you will need to set up a reminder of some kind (i.e. Outlook) to change your password every 89 days.

- Any questions regarding reports should be sent to Jamie Humphries or Tamytha Cooper. Common questions/requests include:
 - Resending distribution reports
 - Reports not showing up in the folder
 - Reports not matching deposits
 - Not being able to read reports
- For password issues, you will contact the State IT department at 317-234-4357 for a reset.

Contact Information:



Tamytha Cooper

Distribution/Treasury/Collections Supervisor

tcooper@bmv.IN.gov

317-232-6438

Jamie Humphries

Accountant II

jhumphries@bmv.IN.gov

317-233-4886